



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

43

2. Council Meeting Date:

August 13, 2015

TO: MAYOR & COUNCIL

3. Date Prepared: July 21, 2015

THROUGH: CITY MANAGER

4. Requesting Department: Management Services

5. SUBJECT: Purchase of Envelopes

6. RECOMMENDATION: Staff recommends City Council approve the utilization of State of Arizona Contract No. ADSPO12-010845, with Arizona Envelope Company, for the purchase of envelopes in an amount not to exceed \$65,000 for one year.

7. BACKGROUND/DISCUSSION: Central Supply stocks a variety of envelopes for use by Divisions throughout the City in the course of City business including Print, Mail and Graphics, Tax and License, Utility Services, and City Court.

8. EVALUATION: Staff evaluated the pricing under the State of Arizona contract and found that use of the State contract results in cost savings as a result of total expenditure volume. Arizona Envelope Company provides excellent customer service and its staff are very knowledgeable about the envelope industry and responsive to the City's needs

9. FINANCIAL IMPLICATIONS:

Cost: \$65,000

Funds for purchase of envelopes will be from the Central Supply Inventory account 101.0000.1516 and charged back to various departments' printing accounts.

10. PROPOSED MOTION: Move City Council approve the utilization of the State of Arizona Contract No. ADSPO12-010845 with Arizona Envelope Company for the purchase of envelopes in an amount not to exceed \$65,000 for one year.

APPROVALS

11. Requesting Department

Christina Pryor, Purchasing & Materials Manager

13. Department Head

Dawn Lang, Management Services Director

12. Central Supply Supervisor

José Tapia

14. Acting City Manager

Marsha Reed